Chris Faram




# Powerbase

## Pre-intermediate

## Study Book

Longman
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Highly commended

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# 1 checkpoint



**ARRIVAL**

**1** Fill the gaps with these words and phrases. Then listen and check.

| | | |
|---|---|---|
| **Welcome** | **double** | **business** |
| **first visit** | **reservation** | |
| **good to be here** | **single** | **holiday** |

■ *Welcome* to the Hotel Copacabana.

○ Thank you. It's .................... . We have a .................... .

■ In the name of?

○ Lander. Mr and Mrs Lander.

■ Ah. Is this your .................... here?

○ Yes, it is.

■ Ah, here we are. A .................... room …

▲ No, we want a .................... room, and one for our children.

■ Oh, yes, I'm sorry. Here you are. Are you here for a .................... ?

○ No, we're not. We're here on .................... .

**2** Listen to a conversation between Mr Lander and another visitor. Underline the mistakes in the text. Then fill the gaps in the sentences below.

Mr Lander is on <u>holiday</u> in Rio for eleven days. He's a singer and he wants to sell his new CD. His wife works as his secretary and writes his letters and also looks after their three children. Mr Lander wants to go to the carnival with his children, but he can't dance very well.

*1* He *is* here on business, *he isn't* here for a holiday.

*2* Mr Lander .................... in Rio for eleven days, he .................... in Rio for ten days.

*3* His wife .................... as his secretary, she .................... as his manager.

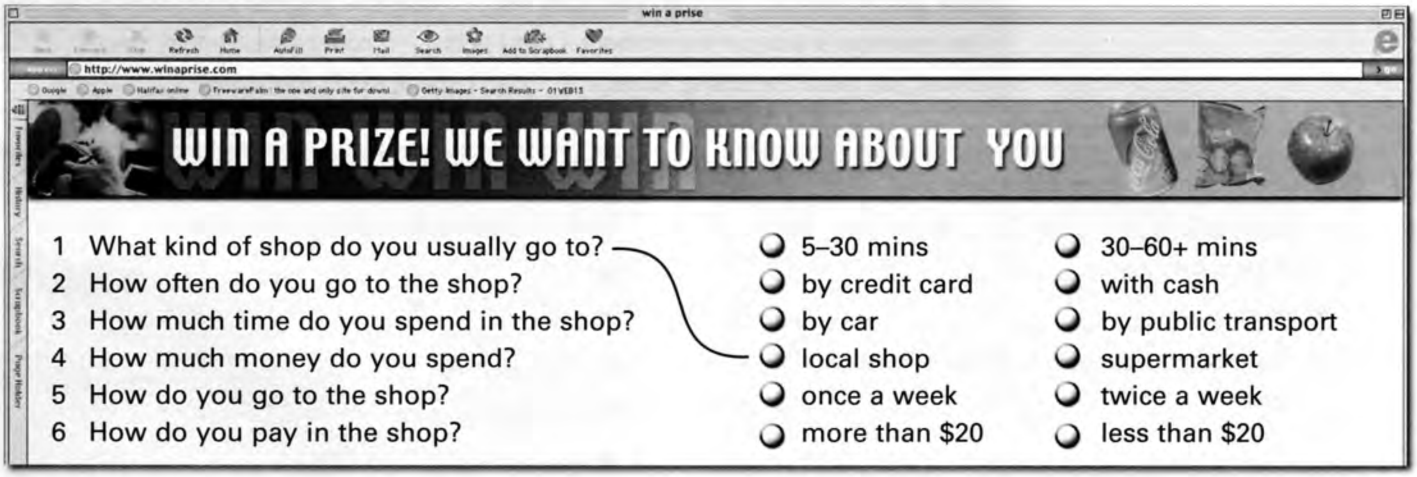
*4* They .................... three children, they .................... two children.

*5* Mr Lander .................... to go to the carnival with his wife, he .................... to go with his children.

# GRAMMAR Present simple; question words

**QUESTIONS AND ANSWERS**

**1** Look at this questionnaire about grocery shopping. Match the questions and answers.




**2** Complete the questions for these answers. Then listen and check.

*1* Where *does Jan live?*
Jan lives in Berlin.

*2* What .................................................... ?
He sells computers.

*3* Who .................................................... ?
He works with his brother, Fritz.

*4* What .................................................... ?
They only sell Mac products.

*5* When .................................................... ?
They have an exhibition of their computers every March.

*6* How .................................................... ?
You can get a catalogue by going to their website.

*7* What .................................................... ?
Their e-mail address is: janfritz@com.co.de

**3** Write the questions for these answers.

| | | |
|---|---|---|
| *1* | *How old are you?* | I'm 35. |
| *2* | .................... | 00 44 627765. |
| *3* | .................... | A Peugeot 306. |
| *4* | .................... | I have four children. |
| *5* | .................... | I work in an office. |
| *6* | .................... | I'm a secretary. |
| *7* | .................... | No, I don't like my job! |

# real world

## ON THE PHONE

**1** Fill the gaps in the conversations with these phrases. Then listen and check.

**How can I help you?** **Can you spell that** **can you give me your name?** **The manager's busy at the moment – can I help?** **could you say that again?** **I think you have the wrong number.** **Can I speak to his assistant?**

*1*

■ Good morning. *How can I help you?*

O Well, I take the 9 o'clock train to Rome every week, and this morning …

■ I'm sorry, ..........

O I take the 9 o'clock train to Rome every week, and …

*2*

■ Hello. Alicabs.

O We're waiting for a taxi. Can you tell me when it's …?

■ Excuse me, ..........

O Yes, it's Phillipe Dejean.

■ .........., please?

O Yes, of course. D-E-J-E-A-N.

*3*

■ Hello.

O Can I speak to the manager, please?

■ ..........

O ..........

■ *Her* assistant.

O OK. *Her* assistant.

■ Yes, that's me.

*4*

■ Oriental restaurant.

O My television's not working and I want to see the film tonight.

■ This is the Oriental restaurant.

O I want to speak to someone who can help.

■ ..........

O Oh, I'm sorry.

**2** Look at the questions a taxi driver asks a customer. Complete the conversation with the responses in the box that the customer makes. Then listen and check.

**Can I order a taxi, please?**
**For 10:30, please.**
**At the Oriental restaurant.**
**To Charing Street.**
**Ahmed Khaled.**
**My mobile number is 07891 88877765.**

■ Hello. Eastend Taxis. Can I help you?

O *Can I order a taxi, please?*

■ Yes, of course. Can I have your name?

O ..........

■ OK. And your number?

O ..........

■ When do you want the taxi?

O ..........

■ Where are you?

O ..........

■ Where are you going?

O ..........



# 2 lifestyles

## TIME MANAGEMENT

**1** A new employee is at a meeting about time management and productivity. Use the prompts to write the questions he/she asks.

*1* When / factory workers / arrive? ***When do the factory workers arrive?***

*2* How many hours / office workers work? ..........

*3* What time / manager leave? ..........

*4* Why / productivity go down / after lunch? ..........

*5* How much / it cost / companies? ..........

*Factory workers start 6 am*

*Manager's hours: 8.30 am – 6.30 pm*

*Office workers arrive 9 am*

*All employees work 8 hours.*

*Productivity down after lunch – people usually feel sleepy at 2 or 3 pm*

*Cost = millions of euros.*

**2** Use the new employee's notes from the meeting to answer the questions above.

*1* The factory workers .......... .

*2* They .......... .

*3* The manager .......... .

*4* Because .......... .

*5* It .......... .

**3** Fill the gaps in the article below with these words and phrases. Then listen and check.

**increase** **companies** **quiet areas** **figures** **corporation** **surprising** **nap**

Can you ***increase*** your productivity when your employees often fall asleep at work? It is .......... to know that a lot of .......... now have .......... where their workers can doze for twenty minutes or so. They say that a short .......... is good for them, and the sales .......... in one .......... are 50 per cent higher as a result.

# GRAMMAR Present simple and continuous

**COMMUNICATING** 1 Read about Gloria and John. Put the verbs in brackets into the present continuous or present simple.



Gloria Turner is an actress. She ............ (make) a film in Mexico with an important director. Her boyfriend, John, ............ (work) in a bank in London. John ............ (study) Spanish this month in his free time. He ............ (go) to classes every day after work.



At the moment, John ............ (talk) to Gloria on the phone. The film director is not happy because his star actress ............ (not do) a good job – she ............ (like) her boyfriend more than her work!

2 Read Gloria's e-mail to John. Fill the gaps with the correct form of the verbs in the box. Use the present continuous or present simple.

**study speak play work write get up have learn**

To: John
From: Gloria
Subject: How are you?

Dear John

I always love to hear from you – but please don't call me when I ............ .

We ............ a break today and I ............ this e-mail in the hotel garden. It's very warm, and all the other people here ............ tennis but I just want to relax. We usually ............ at 4 am so I'm really tired!

How are the Spanish classes – ............ you ............ hard? I (not) ............ much Spanish but I ............ quite fast now I'm here in Mexico.

Miss you!
Gloria

**SOUNDS** 3 Listen to these sounds and write down what the people are doing at the moment.

*1* She *'s driving* ............ .
*2* He ............ .
*3* They ............ .
*4* He ............ .
*5* He ............ .

# real world

## E-WORDS

**1** Fill the gaps in this e-mail with the words in the box.

**attach send receiving deleted format**

To: Tariq
From: Gabi
Subject: Your e-mail

Hi Tariq

I'm sorry, but I made a stupid mistake this morning – I .................... the e-mail you sent yesterday! Please .................... it again as soon as you can.

Don't forget to .................... the document about the German company, and use the new .................... so I can open it.

I look forward to .................... your e-mail again soon.

Best wishes

Gabi

## WORD FOCUS

**2** Match the questions to the answers.

How do you spell *receive*?
What does it mean?
What part of speech is it?
Which syllable is the stress on?
Can you give me an example sentence?

The stress is on the second syllable: receive.
I look forward to receiving your e-mail again soon.
to get something from someone
R-E-C-E-I-V-E
It's a verb.

## VOWEL SOUNDS

**3** Listen to the words in the box. Notice the underlined vowel sounds and write the words in the correct column. Listen again and repeat.

**little how kidding computer mobile movie attach exercise write sound true around food kilometre buy**

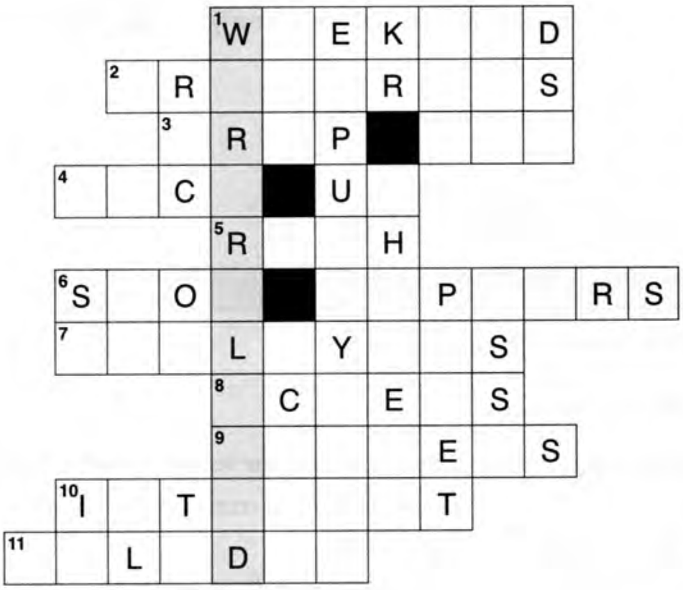
| /ə/ | /aɪ/ | /ɪ/ | /uː/ | /aʊ/ |
|---|---|---|---|---|
| never | fly | listen | two | now |
| | | | | |
| | | | | |
| | | | | |



# 3 making plans

**WORD PUZZLE** **1** Complete the word puzzle. Then complete this sentence with the adjective in the grey 'down' column.

Teachers do a lot of ..................-.................. tasks at home in the evenings and at weekends.




**Clues**

*1* Two days' holiday every week for most workers. (7)
*2* Food from the shop. (9)
*3* Some companies allow you to .............. .............. your dry cleaning in the morning. (4, 3)
*4* You can .............. .............. a movie on the way home. (4, 2)
*5* People usually .............. when they're late for work. (4)
*6* You need these if you walk too much. (4, 7)
*7* Another word for *workers.* (9)
*8* Only important speakers have .............. to the conference restaurant. (6)
*9* Some companies allow you to buy these online. (7)
*10* You can only order something online if you can use the ............... (8)
*11* The time every year when people don't work. (7)

**WORD STRESS** **2** Look at these two-syllable words. Decide which syllable the stress is on and put the words in the correct group below. Then listen and check.

**access** **advice** **allow** **arrange** **decade** **employ** **modern**
**present** **receive** **repair** **service** **ticket** **today** **travel**

| Stress on first syllable | | | Stress on second syllable | | |
|---|---|---|---|---|---|
| | | *access* | | | *advice* |
| .............. | .............. | .............. | .............. | .............. | .............. |
| .............. | .............. | .............. | .............. | .............. | .............. |

# GRAMMAR *will* and *going to*

**WILL/WON'T**

**1** Complete these sentences with *'ll* or *won't*.

*1* Without a credit card, they ........ accept your booking.

*2* Give me a call and I ........ take you to the airport.

*3* Don't worry – I'm sure you ........ have any problems with the computer.

*4* To confirm your order, we ........ send you an e-mail.

*5* Which train do you think you ........ take? The 10:55 or the 12:10?

**FUTURE STAR?**

**2** Listen and fill the gaps with the correct form of *will* or *going to*.



## Dolly Benson

My name's Dolly Benson and I'm just an ordinary actress now, but, believe me, I ........................ be famous. I think my new film *Back Door*, opening in Tokyo soon, ........................ show you that I'm as good as any actress in the world. I know I ........................ be bigger than Marilyn and better than Julia.

I ........................ stay in Mississippi for the next year, but then maybe I ........................ live in Hollywood – next door to Brad Pitt! Brad and I ........................ go to all the best parties. Maybe we ........................ go together, but we ........................ meet there.

All those who don't know me today ........................ know me next week – I hope!

And you can be sure that I ........................ go away!

# real world

**EATING OUT**

**1** You are on the phone to a restaurant. Make questions for these answers.

1 *Are you busy this Monday* ? Yes, I'm afraid we are very busy this Monday.
2 .................................? Yes, there is. There's dancing every Friday night.
3 .................................? No, we don't serve hamburgers. We only serve vegetarian food.
4 .................................? Yes, it is a good idea to book in advance.
5 .................................? No, I'm sorry, we don't accept credit cards.
6 .................................? Of course you can eat outside.
7 .................................? No, I don't think it's going to rain.

**HOLIDAY PLANS**

**2** Listen to the instructions that a travel agent gives to Brenda in a voicemail message. Then read the e-mail below that Brenda sends to her friend Philippa. Find the five mistakes and correct them.

*Monday* → *Sunday*
.................... → ....................
.................... → ....................
.................... → ....................
.................... → ....................

To: Brenda Handke
From: Philippa Simea
Subject: Plans for our holiday!

Hi Philippa

Hooray! We're flying to Miami next week! Here are the plans: we're going to meet at the airport at 6 am on Monday. We can pick up our tickets at the reception desk, and the flight number is AF 2371. The plane arrives in Miami at 5:30 local time. There will be a car at the airport to take us to our hotel.

See you at the airport.

Brenda

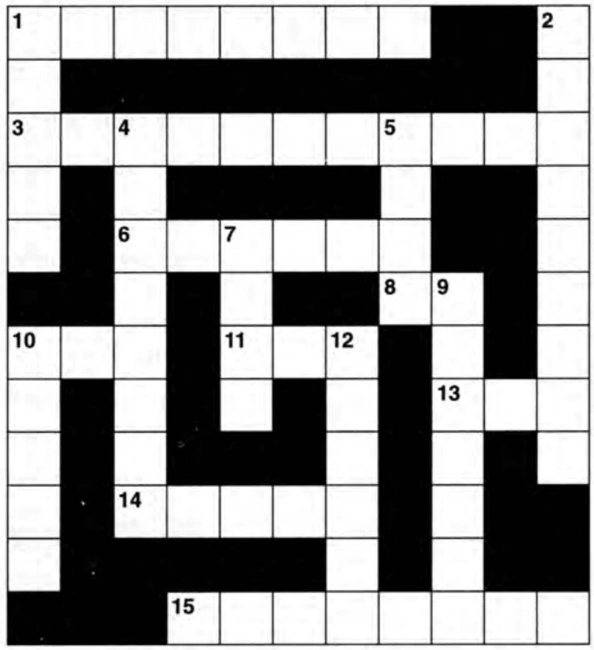
**3** Write the sentences from the e-mail above containing these future forms.

Present simple: ....................................................
Present continuous: ....................................................
*will* future: ....................................................
*going to* future: ....................................................



# 4 going places

**CROSSWORD** **1** Complete this crossword.




**Across**

*1* A person who does something which is against the law. (8)

*3* Not controlled by another person or country. (11)

*6* The opposite of *most dangerous.* (6)

*8* I ............, you are, he is, ... (2)

*10* One of the things you stand on. (3)

*11* Every. (3)

*13* Allow. (3)

*14* The opposite of *full.* (5)

*15* The money of a country. (8)

**Down**

*1* Something that is against the law. (5)

*2* We watch the world news on ............ television. (9)

*4* The opposite of *agree.* (8)

5 Information. (4)

*7* My country's ............ is blue, green and yellow. (4)

9 1,000,000. (7)

*10* Connections. (5)

*12* A person whose job involves the law. (6)

**SYLLABLES** **2** Look at the answers in the crossword and do the following. Then listen and check.

*1* Circle 5 words with two syllables.

*2* Circle 4 words with three syllables.

*3* Circle 1 word with four syllables.

**WORD STRESS** **3** Write the words from exercise 2 and mark the main stress. Then listen again and check.

safest ............ ............ ............ ............

............ ............ ............ ............ ............

# GRAMMAR Past simple

**A GOOD YEAR**

**1** Listen to a news report about a clothes company. Fill the gaps in the report with the past form of the verbs in the box.

| | | | | | |
|---|---|---|---|---|---|
| **sell** | **love** | **buy** | **build** | **show** | **choose** |
| **be** | **make** | **decide** | **produce** | | |

Last year was the most successful in the Romeo Design Company's ten-year history. The company ...*sold*... more clothes and .................... more money than ever before. Its success .................... the result of a new range of shirts for men and women. They .................... the designs from a Paris artist, .................... a new factory in Rome and .................... ten new styles for the business market. They .................... the shirts to their salespeople in April and they really .................... them. They .................... to expand into new markets and .................... Latin America to start their sales campaign.

**2** Put the verbs from the box in exercise 1 into the correct box below. Add their past forms.

REGULAR VERBS *love – loved* ....................

....................

IRREGULAR VERBS *sell – sold* ....................

....................

**3** Add these verbs and their past forms to the boxes above.

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **become** | **find** | **give** | **invent** | **leave** | **say** | **seem** | **think** | **watch** |

**4** Use the prompts below to make questions. Then match them to the answers on the right.

*1* Where / company / build / factory ....................
.................... ? — They loved them.

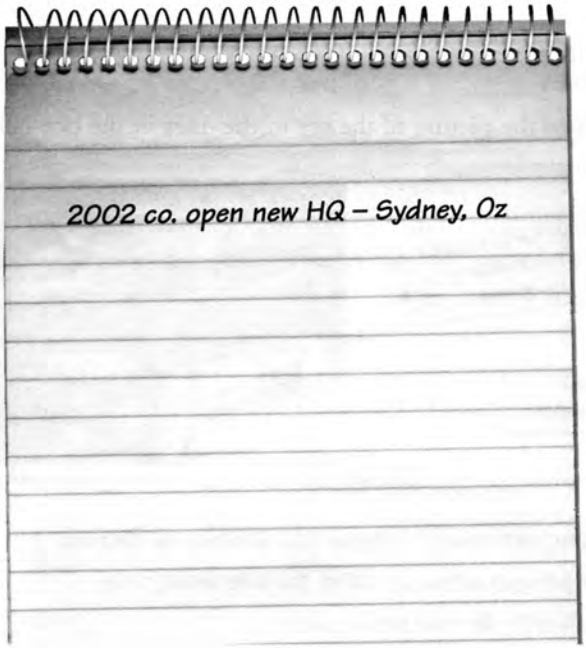
*2* When / show / shirts / salespeople ....................
.................... ? — In Latin America.

*3* What / salespeople / think / of / shirts ....................
.................... ? — In Rome.

*4* Where / start / sales campaign ....................
.................... ? — In April.

# real world

**REPORT** **1** Listen to someone reading a company report and take notes. Then write the notes out in full.




*In 2002 the company opened their new headquarters in Sydney, Australia.*

**2** Match two of the questions below to each of the three situations on the left. Then listen and check.

| | |
|---|---|
| Holiday | Did it have a happy ending? |
| | Was the food really spicy? |
| Restaurant | Where did you stay? |
| | Who was the star? |
| TV | Did you have good weather? |
| | Was the service good? |

**3** Listen and respond in the pause.

*Example:* I like listening to jazz.
pop music [*pause*]
***Really? I like listening to pop music.***

Now do this for 1–5.





# 5 **buying** and **selling**

**OFFERS**

**1** Match the sentences next to the picture of the car to the ones in the box below.

Buy now while they're still available.

We're only doing this for 7 days.

We've got other amazing cars on show.

Take this one and only opportunity.

Want to know more? Then telephone this minute!



**For all general enquiries, call now.** **Other top models on display.**
**Take advantage of our special offer.** **Offer for this week only.**
**Purchase now before they're all sold out.**

**2** Circle the correct word or phrase in *italics*. Then listen and check.

■ This is the holiday *helpline / answer phone.*
○ Can I speak to one of your *travellers / agents*, please?
▲ Hello, you're *waiting for / through to* Angela, your Sunsea agent.
○ I want to go on holiday next month ...
▲ July. Hmm, that's difficult – but we've got a *special / Internet* offer for this month: a trip to the Amazon jungle for ten days!
○ I don't have much money.
▲ That's not a problem if you take *advantage / advance* of our fabulous offer.
○ And what's that?
▲ Two holidays for the *price / ticket* of one.
○ That's good, but no, not the jungle, thank you. What about Barbados?

**CONSONANTS**

**3** Are the underlined sounds in these pairs of words the same (✓) or different (✗)? Listen and check.

| | | | | | | |
|---|---|---|---|---|---|---|
| check | – | enquiry | | general | – | jungle |
| fabulous | – | telephone | | agent | – | July |
| price | – | can | | special | – | exhibition |
| what | – | wait | | ticket | – | car |

# GRAMMAR Modals

**WHICH MODAL?**

**1** Fill the gaps in these sentences with *should* or *shouldn't.*

*1* If you want to do business in another country, you ...should... learn the language. And you ............ get angry when people don't understand you.

*2* You ............ read the latest book by David Ludd – it's amazing!

*3* You ............ buy tickets for the exhibition in May because I think we'll be on holiday then.

*4* So – you hate TV programmes? Then you ............ listen to the radio.

*5* When the boss speaks, you ............ listen carefully and you ............ look her in the eye. You ............ speak before she tells you it's OK.

**2** Fill the gaps in these sentences with *have to* or *don't have to.*

*1* You ............ book in advance to be sure of seeing Oasis because they're very popular.

*2* It's a good idea to take exercise but you ............ do it every day.

*3* It starts between 6 and 8 in the evening so we ............ arrive at 6 – but, of course, we ............ be there before 8.

*4* People ............ take a passport when they travel to another country, but usually they ............ have a visa.

**3** Fill the gaps in these sentences with *must* or *mustn't.*

*1* You ............ have another cup of coffee – you'll be late for the meeting.

*2* We're having a formal dinner in an expensive restaurant so you ............ wear jeans. Everyone ............ wear a business suit.

*3* When a policeman tells you to stop, you ............ stop. And you ............ offer him money!

*4* A: I ............ see the doctor. I feel terrible.

B: Stop! Stop! You ............ go in there without an appointment.

**4** Fill the gaps in these sentences with *mustn't* or *don't have to.*

*1* She's a very important new customer so you ............ be late.

*2* I'm not working tomorrow so I ............ get up early.

*3* There's a summary at the beginning of the report so you ............ read all of it.

*4* This is a no-smoking area so you ............ smoke.

*5* This is an important test so you ............ speak to the person sitting next to you.

# real world



## A SALESMAN

**1** Listen to a salesman in a market. Fill the gaps in the phrases on the left with the words in the box. Then link the phrases on the left to the ones on the right using *because* or *so*. Listen again and check.

**bargain guarantee supermarket discount instructions**

| | | |
|---|---|---|
| You're in the right place for a *bargain* | *because* | you assemble it yourself. |
| You won't find this in the local .......... | .......... | you won't find this cheaper anywhere else. |
| I'm offering you a 40% .......... on the normal price | .......... | if you have any problems, just bring it back. |
| Every phone comes with full .......... | .......... | nowhere in town has better prices than mine. |
| There's a twelve-month .......... | .......... | this is the very latest model. |

## FIGURES

**2** Listen and complete these figures.

*1* 7..........
*2* 7..........
*3* 7..........
*4* 7..........
*5* 7..........
*6* 7..........

**3** Listen and tick (✓) the number you hear.

| | | |
|---|---|---|
| *1* | 959,559 ☐ | 955,555 ☐ |
| *2* | 216,483 ☐ | 216,843 ☐ |
| *3* | 8,626,404 ☐ | 8,620,404 ☐ |
| *4* | 1,111.11 ☐ | 1,011.11 ☐ |
| *5* | $28^1/_4$ ☐ | $28^1/_2$ ☐ |
| *6* | 557.5 ☐ | 555.7 ☐ |

## OPPOSITES

**4** Match the words in box A with the words with opposite meanings in box B.

A **shrink increase rise famous similar spend roughly**

B **different save precisely unknown grow decrease fall**



# 6 **opinions** and **decisions**

**A TXT MSG**

**1** Look at this text message (txt msg). Write it out in full.




I'm sorry, but I'm having problems

**2** Write this reply to Emma as a text message, using abbreviations and short forms.

Dear Emma,
I'm sorry to hear about the problems with your car, but please don't worry about the meeting. I am sure that everything will be fine. I hope to see you this afternoon.
Best wishes,
Herman

**LOSING YOUR MOBILE**

**3** If you lose your mobile phone, what do you think you should do? Put these words in the correct order.

*1* not worry do

*2* the mobile should phone you company call

*3* tell your friends why you don't?

*4* best another thing to one buy the do is

*5* the country shouldn't you leave

**SENTENCE STRESS**

**4** 🎧 Read and listen to the two possible actions in each of these situations. Circle the word the speaker stresses most in each sentence you hear.

Situation 1: You find 50 euros in a new book.
*a* I think you should take it back to the shop.
*b* I think you should give the money to charity.

Situation 2: You see two strangers going into a colleague's office.
*a* I think the best thing to do is ask if they want any help.
*b* I think the best thing to do is call the police.

**5** What do you think is the best thing to do in each of the situations above?

*1* I think

*2* I think

# GRAMMAR Adjectives

**ORDER OF ADJECTIVES**

**1** Put the adjectives in *italics* in these sentences in the right order.

*1* In January I bought six *old beautiful French* paintings in Berlin.
*2* He lives in an *wooden amazing modern* house by the sea.
*3* His office was full of *oriental expensive* carpets.
*4* From my room you can see a *blue fantastic Italian old* palace.
*5* We're going to buy that *blue new fabulous* computer.

**COMPARATIVES**

**2** Paul and Darius are brothers but they are very different from each other. Look at the information. Then use the prompts below to make sentences comparing Paul and Darius.

| Paul | Darius |
|---|---|
| drives an old Mini | drives an expensive Jaguar |
| wants his boss's job | is happy in his job |
| reads a book every month | never finishes a book |
| goes to the Amazon for holidays | stays at home for holidays |
| doesn't like football | plays football well |

*1* Paul / drive / small / car / Darius ... *Paul drives a smaller car than Darius.*
*2* Darius's car / is / expensive / Paul's ..........
*3* Paul / is / competitive / Darius / but Darius / is / happy / Paul ..........
*4* Paul / finds books / interesting / Darius ..........
*5* Paul / has / exciting life / Darius ..........
*6* Darius / is / good / footballer / Paul ..........

**SUPERLATIVES**

**3** Listen to Paul talking about Leila. Make questions about Paul, Leila and Darius from the prompts and then answer the questions.

*1* Who has / fast / car? *Who has the fastest car?* *Darius.*
*2* Who has / expensive / car? .......... ..........
*3* Who has / boring / life? .......... ..........
*4* Who has / exciting / life? .......... ..........
*5* Who is / good / footballer? .......... ..........

# real world

## A MEETING

**1** Listen to the speakers at a meeting. Choose the correct phrases in *italics*.

| | |
|---|---|
| BETH | All right. Is everyone here? |
| DWIGHT | No. Stefan's not here yet, but he's on his way. |
| BETH | Stefan? Oh, I think we'll start without him. |
| DWIGHT | Don't you think we *must wait / should wait*? |
| BETH | No, I don't think so. We really don't have much time – and, as we all know, time is money. |
| MANDY | Sorry. Can I *speak something / say something* here? |
| BETH | Sure. *Go forward / Go ahead*, Mandy. |
| MANDY | We have to wait because Stefan's the only one with the new report. |
| BETH | That's a *good point / good turn*, Mandy. |
| DWIGHT | *Hang on / Hang up* a moment! Are we discussing the new report at this meeting? |
| MANDY | No, we're not discussing it, but we'll need it to check some facts. |
| JACQUES | Um, aren't we *forgetting someone / forgetting something*? |
| BETH | What's that, Jacques? |
| JACQUES | We have to have some coffee before we start. |
| DWIGHT | Now that really is a good idea! |

## COMPLAINING

**2** Complete these sentences. Use the words in brackets to help you.

*1* There's something wrong with the TV in my room. It's ***faulty***. (fault)
*2* I take size 42 shoes; these are 40. They're the ………… …………. (size)
*3* These potatoes are hard. They're ………… …………. (not / cook)
*4* This seat is filthy. It ………… …………. (clean)
*5* When I press the switch on the computer, nothing happens. It is ………… …………. (not / work)
*6* I really don't like this ice cream. It ………… …………. (disgusting)

**3** Listen to a telephone conversation in a hotel. Which of these statements are true?

The man says that …

*1* his room number is 924. ☐
*2* the bathroom needs cleaning. ☐
*3* the TV isn't working. ☐
*4* one of the windows is broken. ☐
*5* the restaurant's full of insects. ☐



# 7 changes

## BEIRUT CROSSWORD

**1** Complete this crossword.

**Across ▶**

*1* The part of the town next to the sea is the ............... . (8)

*5* A verb that means *(to) break* or *damage* something very badly. (7)

*7* When you make an arrangement to do something, it's a ............... . (4)

*8* A place that is very quiet and empty is a ............... town. (5)

*9* They have spent a lot of money ............... this building. (2)

*10* I haven't been there since Tuesday. ............... about you? (4)

*11* In 1990, Beirut was in ............... . (5)

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 1 | | | 2 | | | | 3 |
| | ■ | ■ | | ■ | ■ | ■ | |
| | ■ | ■ | | ■ | ■ | ■ | |
| | ■ | ■ | | ■ | 4 | ■ | |
| 5 | | | | | | | ■ |
| ■ | ■ | ■ | | ■ | | ■ | 6 |
| 7 | | | | ■ | | ■ | |
| | ■ | ■ | 8 | | | | |
| 9 | | ■ | ■ | ■ | | ■ | |
| | ■ | 10 | | | | ■ | ■ |
| | ■ | | ■ | ■ | | | ■ |
| | ■ | 11 | | | | | ■ |

**Down ▼**

*1* The infinitive form of *spent.* (5)

*2* The ............... in Beirut damaged almost every building. (8)

*3* When you enjoy yourself, you have a good ............... . (4)

*4* The past participle of *forget.* (9)

*6* Beirut is a big ............... . (4)

*7* One person, two ............... . (6)

*10* World ............... II started in 1939. (3)

## MORE PAST PARTICIPLES

**2** Write the past participles of these irregular verbs. (Use page 120 of the Coursebook to help you.)

| | | |
|---|---|---|
| win ............... | lose ............... | give ............... |
| find ............... | keep ............... | take ............... |
| pay ............... | hear ............... | stand ............... |
| cost ............... | say ............... | bring ............... |
| buy ............... | sell ............... | break ............... |

# GRAMMAR Present perfect



## AT A CONFERENCE

**1** Listen to a conversation at a conference between two businesspeople, a woman (Lorraine) and a man (Marco). Answer the questions.

*1* When did they last meet each other? ..........
*2* Which one now works for the TV company CNN? ..........
*3* Why does Marco say *Congratulations*? ..........
*4* Has Marco travelled a lot during the past year? ..........
*5* Is Lorraine interested in the stock market? ..........

**2** Write out these sentences from the conversation, putting the verbs in brackets into the present perfect. Then listen again and check.

*1* (you have) a good year? ***Have you had a good year?***
*2* I (be) very busy. ..........
*3* I (change) jobs twice. ..........
*4* I (travel) quite a lot. ..........
*5* I (visit) about 12 different countries. ..........
*6* I (get) married as well. ..........
*7* How (your year be)? ..........
*8* I (not change) jobs and I (not get) married.
..........
*9* I (become) very interested in the history of the stock market.
..........
*10* I (read) about 25 books on the subject. ..........

## CONTRACTIONS

**3** Listen to these sentences and notice the way that *have (not)* and *has (not)* are contracted.

| | | |
|---|---|---|
| I **have** seen it twice. | → | I**'ve** seen it twice. |
| You **have not** done it. | → | You **haven't** done it. |
| He **has** come back. | → | He**'s** come back. |
| It **has not** happened. | → | It **hasn't** happened. |

**4** Listen to some more present perfect sentences. Say the sentences, contracting *have (not)* and *has (not)*.

# real world

## APPEARANCES

**1** Sally is going to meet Harry for the first time. Listen to the telephone conversation and answer the questions.

*1* What day are they going to meet? ..........

*2* What time are they going to meet? ..........

*3* Where are they going to meet? ..........

**2** Harry sends an e-mail with a description of himself. Read it and correct the mistakes.

To: Sally
From: Harry
Subject: Meeting

Dear Sally

It was good to (1) talking *talk* to you yesterday (2) in .......... the phone. You sound very nice. I expect you want to (3) no .......... about me. Well, OK: I'm in my early forties. I'm tall and (4) slime .......... and I have short hair and a (5) moustacke .......... . I (6) usualy .......... (7) wears .......... a suit and I always wear a red tie – I don't know why. I guess red is my favourite colour. I'm not (8) realy .......... trendy – but I'm certainly not old-fashioned!

I (9) live .......... here in (10) manhattan .......... for ten years.

Harry

**3** When Sally met Harry, she found that he was very different from his description. Fill the gaps in the e-mail she wrote to her friend with the words in the box.

**beard well-built nice shaved late old-fashioned short trendy**

To: Miranda
From: Sally
Subject: Harry

Hi Miranda,

Let me tell you about my meeting with Harry. It took me ages to find this restaurant. I had to change twice on the subway! So, what was he like? Well, not what I thought: he was in his (1) .......... forties and not his early forties. And tall and slim? No way! He was (2) .......... and, OK, not fat, but very (3) .......... . And he said he had short hair. Well, yes, but actually he had a (4) .......... head! And as well as a moustache he had a long (5) .......... – he looked like an old hippy. Yes, he wore a suit – not a smart one but a really (6) .......... one. He was only right about one thing: he's not at all (7) .......... !

But, and there is a but, he is quite (8) .......... . And we're meeting again next Saturday!

Sally



# 8 ambition

## NOUNS

**1** Complete these nouns with one of the suffixes in the box.

**-ion  -ity  -ment**

| | | | |
|---|---|---|---|
| *1* ambit*ion* | *4* char...... | *7* except...... | *9* prior...... |
| *2* depart...... | *5* manage...... | *8* competit...... | *10* govern...... |
| *3* construct...... | *6* opportun...... | | |

## PARTS OF SPEECH

**2** Look at the words in *italics*. Use a related word to fill the gaps.

| | |
|---|---|
| *1* I'm not at all *ambitious.* | I have no *ambition* at all. |
| *2* He's a great sportsman and he really loves *competing.* | He's really ................ . |
| *3* She doesn't have many friends and she finds *socialising* a problem. | She isn't a ................ person. |
| *4* I'm a *successful* businessman, writer and film maker. | I ................ in everything I do. |
| *5* Look how tall that man is. It's quite *incredible.* | That man is ................ tall. |
| *6* A lot of people *consult* me about questions of management. | I work in the field of management ................ . |

## WORD STRESS

**3** Put these words into the correct group, depending on which syllable the main stress is on. Then listen and check.

**challenging  competition  competitive  construction  industry  marketing  opportunity  ordinary  prioritise  successful**

Stress on first syllable

................ ................

................ ................

Stress on second syllable

................ ................

................ ................

Stress on third syllable

................ ................

# GRAMMAR Present perfect and past simple

**WHICH TENSE?**

**1** Fill the gaps in these sentences with the correct form of the verbs in the box. Use the present perfect or past simple.

| be | get | go | have | hear | rise | see | watch |
|---|---|---|---|---|---|---|---|

*1* He ........................ six football matches on TV so far this week – and it's only Tuesday.
*2* I ........................ a bad stomach since I left home this morning.
*3* She ........................ on a business trip to Africa and South East Asia last year.
*4* We're looking forward to going to Florida next month – we ........................ (not) ........................ abroad before.
*5* They were very young when they ........................ married in 1999.
*6* We ........................ the news on the radio yesterday afternoon.
*7* Prices ........................ 20 per cent since the beginning of the year.
*8* Perhaps he's not here today; I certainly ........................ (not) ........................ him.

**2** Complete the questions with the correct form of the verbs in brackets. Use the present perfect or past simple.

**QUESTIONNAIRE**

| | | |
|---|---|---|
| **1** | How long (you live) ........................ in your apartment? | for five years |
| **2** | When (you move) ........................ there? | in August 1998 |
| **3** | Where (you live) ........................ before that? | in Paris |
| **4** | How long (you be) ........................ in this job? | for seven months |
| **5** | When exactly (you start) ........................ ? | in March |
| **6** | What (be) ........................ your job before that? | a teacher |
| **7** | (you ever work) ........................ as a salesperson? | yes |
| **8** | When (you do) ........................ that? | in 2001 |

**3** Listen to the questions in exercise 2 and use the information above to answer in the pause. Use full sentences.

*Example:* How long have you lived in your apartment? [*pause*]
***I've lived in my apartment for five years.***

Now do this with 2–8.

# real world

## MIXED TENSE REVIEW

**1** Listen and read the dialogue below. Underline these questions and write the name of the tense used for each one.

*1* a question about something that happens regularly ..........

*2* a question about a finished action ..........

*3* a question about an unfinished period of time ..........

*4* a question about something that is happening now ..........

■ Hello, Tom. What are you doing out here?

O Oh, hello. Um … I'm just … erm … I'm having a cigarette, that's all.

■ Really? Do you smoke? I didn't know that.

O Well, I don't smoke a lot. Only two or three a day. Have you ever smoked?

■ Yes, I have, but I stopped.

O Really? When did you do that?

■ About three years ago.

O Good for you.

**2** Listen to a radio interview and fill the gaps with the correct form of the verbs in brackets. Use the present simple, present continuous, present perfect or past simple.



…

■ Well, things (not look) .......... good here in Toblin. There is water, water everywhere. In many parts of town, the water (rise) .......... to the level of the first floor of the buildings and it (still rise) .......... . With me is an office worker, Tito Velez. Tito, (you ever see) .......... anything like this before?

O No, never. It's incredible, really incredible.

■ Now you're on your way to work this morning. And, tell us, how (you normally go) .......... to work?

O I (usually take) .......... the bus.

■ And what (happen) .......... to you yesterday?

O Well, I (take) .......... the bus to work in the morning, but there (be) .......... no buses in the evening so I (walk) .......... part of the way home. And then I (have to) .......... swim the last hundred metres.

■ And so what (you do) .......... this morning, Tito?

O Actually, this morning I (go) .......... by boat. I (learn) .......... my lesson!

…



# 9 working together

## PHRASAL VERBS

**1** Complete the sentences with the prepositions in the box.

**down  for  through  out (x2)  up (x3)**

*1* I tried to phone you but I couldn't get ..........................
*2* It's very important to finish this today. Please don't give ..........................
*3* I'm so unhappy – all this work is really getting me ..........................
*4* I don't know how many people work there. Can you find ..........................?
*5* I know that 'J' is 'John' in J F Kennedy. But what does the 'F' stand ..........................?
*6* There aren't any taxis at 3 o'clock in the morning. Can you pick her ..........................?
*7* His salary is smaller than mine but he drives a much more expensive car. It's very strange; I just can't work it ..........................
*8* If you don't know the word, you can use a dictionary to look it ..........................

**2** Choose one word from each box to complete the sentences.

**look  get  run  make** | **out  on  up  forward** | **for  to  with  of**

*1* I love new places and new faces so I always .......... .......... .......... conferences abroad.
*2* I don't like her and she doesn't like me. We just don't .......... .......... .......... each other.
*3* The company was worth ten million euros, but after two bad years they have .......... .......... .......... money.
*4* He left work early on Friday so he's going to start at 6 o'clock on Monday to .......... .......... .......... it.

## VOWEL SOUNDS

**3** Listen to these words and notice the underlined vowel sounds.

| | | | | |
|---|---|---|---|---|
| /ɔː/ | for | | | |
| /uː/ | through | | | |
| /ɒ/ | on | | | |

**4** Look at the underlined sounds in these words and put three words in each group above. Then listen and check.

**do  report  colleague  school  important  morning  boss  two  tomorrow**

# GRAMMAR First conditional; time clauses

**TIME CLAUSES**

**1** Put the correct word or phrase in *italics* in the right place.

*1* The manager always gets to her office before the workers arrive. *until / before*

*2* Please wait you hear the bell – and then you can start writing. *until / before*

*3* Don't worry – it's nearly 3:00 and we'll start they are here. *before / as soon as*

*4* I get angry if people want to discuss work problems I'm having lunch. *after / while*

*5* You can leave a message on my voicemail you have the information I need. *while / when*

*6* It's a good idea to open the window you go to sleep. *before / after*

***UNLESS***

**2** Rewrite these sentences without changing the meaning, using *unless* in place of *if … not.*

*1* They won't give him the salesman's job if he doesn't wear a smarter suit.

..............................................................................................

*2* We'll run out of money if we don't leave this shop immediately.

..............................................................................................

*3* If we don't get there at 11:00, we'll miss the beginning of the meeting.

..............................................................................................

*4* They won't invite you again if you aren't more polite.

..............................................................................................

***IF***

**3** Make offers from the prompts below. Then listen to the new prompts and make a conditional sentence in the pause.

*Example:*

I / do / photocopying if … you / make / coffee [*pause*]

***I'll do the photocopying if you make the coffee.***

Now do this with 1–5.

*1* I / ask / boss / pay rise if …
*2* We / work / weekend if …
*3* I / drive / to / party if …
*4* I / mend / computer / for you if …
*5* I / buy / you / mobile phone if …

# real world

## A SUGGESTION

**1** Read this contribution to an online discussion group at work and answer the questions.

*1* What is the subject of the online discussion group?

*2* What is the suggestion?

*3* How will the suggestion help people at the company?

◀ Back Next ▶ Number 2 of 20

Name: J Subject: Company training day

Hi everyone!

I've had a great idea for our company training day – and it's not a trip to the beach :-). I've heard about a jazz band who will come to our offices and play for us. But it's not just a concert, they also explain how an understanding of jazz can help us all to become better managers and learn to work together.

IMO it sounds really interesting – what do you say?

Take it easy,

J

## A REPLY

**2** Look at this reply to J's posting, written in the style of a formal letter. Rewrite it so that it is appropriate to an online discussion group.

**Henderson de Beauvoir & Co**

12th January

Dear Sir or Madam

Thank you for your recent posting to the company's online discussion group. I found your suggestion both original and amusing, but in my opinion there are many better uses for our company's money and our colleagues' time.

I think we would all benefit from a day's training in accounting systems and company law. Many colleagues know little or nothing about these subjects and as we all know they are an essential part of modern business life.

I look forward to hearing from you.

Yours Sincerely,

H. Maybelene

Hilary Maybelene (Mrs)

◀ Back Next ▶ Number 3 of 20

Name: Hillary M Subject: Company training day

..........

..........

..........

..........

..........

..........

..........

..........

..........

..........



# 10 different cultures

**BUSINESS ABROAD**

**1** Use the puzzle below to help you fill the gaps in the text (and use the text to help you complete the puzzle). Then listen and check.

What is the word in the grey 'down' column? ..............................

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | 1 | | S | | U | | I | N | G | |
| 2 | R | | | E | | | | | | |
| | 3 *O* | *V* | *E* | *R* | *S* | *E* | *A* | *S* | | |
| | 4 F | | | M | | | | | | |
| | | 5 | | L | | F | | L | | |
| | | | O | | | | | | | |
| | | | T | | | | | | | |
| | | | Y | | | | | | | |
| | | 6 | | | L | | G | | S | |
| | | | 7 | | P | | | T | | |
| | 8 | | S | | Y | | | | | |

There are a lot of differences for people on a business trip in a foreign country, so try to remember a few basic rules when you travel (3) ***overseas*** . Don't worry too much about the language – no one will (7) .............. you to speak perfectly so you don't have to (6) .............. for your mistakes. But don't make up for not speaking well by (1) .............. too much because this might be impolite in some cultures.

If you can't understand something, it's a mistake to (2) .............. that you can. You could get into trouble. And I don't need to remind you that shouting more and more loudly is not at all (5) .............. .

What about meetings? It's a good idea to wear (4) .............. clothes unless your host has told you to dress casually. Give your opinions, but always be polite and don't be aggressive – no one likes (8) .............. visitors.

Enjoy your time away, but remember you're there to make money for the company.

**2** Match the phrases on the left to the ones on the right to make sentences about different cultures.

| | |
|---|---|
| *1* You can cause embarrassment | their own culture is the only good one. |
| *2* People might be late just because | with expensive gifts. |
| *3* 'Act locally' means that you should | because every person is different. |
| *4* Only cynical people think | behave according to the culture you are in. |
| *5* You should forget about stereotypes | punctuality isn't important in their culture. |

# GRAMMAR Second conditional

**MATCHING**

**1** Match the phrases on the left to the ones on the right to make second conditional sentences.

| | |
|---|---|
| If she was in the Sales Department, | the manager would find another one. |
| If she often went to Italy, | she would take a taxi. |
| If no one met her at the airport, | they would be very embarrassed. |
| If she took expensive presents for her hosts, | she'd try to learn the language. |
| If she complained about her hotel room, | she would travel all over the world. |

**IF I WON THE LOTTERY ...**

**2** Choose one phrase from each group and write three logical paragraphs of four sentences each, starting with *If I won the lottery …* . Change the verb form where necessary.

| | | | |
|---|---|---|---|
| buy big house<br>leave my job<br>travel round the world | see lots of interesting things<br>invite all my friends to stay<br>never work again | have nothing to do<br>know more than I do now<br>have party every night | people want to know me?<br>neighbours be happy?<br>I be bored? |

*Example:* ***If I won the lottery, I'd buy a big house. If I bought a big house, I'd invite all my friends to stay. If I invited all my friends to stay, I'd have a party every night. If I had a party every night, would the neighbours be happy?***

........................................

........................................

........................................

........................................

........................................

........................................

**FIRST OR SECOND?**

**3** Use the verbs in brackets in the correct form to make first or second conditional sentences.

*1* If you (can) .................... be the president for one day, what (you do) .................... ?

*2* If I (look) .................... at the sales figures, (you type) .................... the reports?

*3* If my boss (not be) .................... so old, I think he (like) .................... pop music, not jazz.

*4* If my boss (be) .................... an animal, he (be) .................... a tiger or a snake.

*5* The company wants my boss to work in a different department. If he (do) .................... , I (be) .................... very happy.

# real world

## GOODBYE

**1** Mr Goodyear is going to leave the company. Listen and complete these sentences.

1. Mr Goodyear has worked for the company ............................................ .
2. He's leaving the company because he wants to ............................................ .
3. He will come back if ............................................ .
4. He will come back unless ............................................ .
5. In particular he has enjoyed ............................................ .
6. In the middle of the Atlantic there will be no one to hear him, so ............................................
............................................ .
7. From 10 to 12 tomorrow, Mr Goodyear ............................................ .
8. Tonight, everyone should go ............................................ .

## SENTENCE STRESS

**2** Listen again to these sentences from exercise 1. Circle the two words in each sentence which the speaker stresses most.

1. And now it is my sad job to say goodbye to a dear friend.
2. I will come back one day, but only if I'm successful!
3. Of course, if I get lost, I definitely won't come back.
4. I thought I was rather good.
5. Tomorrow is my last day.



# answers & transcripts

## 1 checkpoint

**1** ANSWERS / TRANSCRIPT

■ Welcome to the Hotel Copacabana.

○ Thank you. It's **good to be here**. We have a **reservation**.

■ In the name of?

○ Lander. Mr and Mrs Lander.

■ Ah. Is this your **first visit** here?

○ Yes, it is.

■ Ah, here we are. A **single** room ...

▲ No, we want a **double** room, and one for our children.

■ Oh, yes, I'm sorry. Here you are. Are you here for a **holiday**?

○ No, We're not. We're here on **business**.

**2** Mr Lander is on holiday in Rio for eleven days. He's a singer and he wants to sell his new CD. His wife works as his secretary and writes his letters and also looks after their three children. Mr Lander wants to go to the carnival with his children, but he can't dance very well.

*2* Mr Lander **isn't** in Rio for eleven days, he's in Rio for ten days.
*3* His wife **doesn't work** as his secretary, she **works** as his manager.
*4* They **don't have** three children, they **have** two children.
*5* Mr Lander **wants** to go to the carnival with his wife, he **doesn't want** to go with his children.

TRANSCRIPT

■ Hello. How's your holiday?

○ Oh, I'm sorry. I'm not here on holiday, I'm here on business.

■ Oh, really?

○ Yes, I'm here to sell my new CD, actually. Perhaps you know me. I'm a singer.

■ Oh, no, I don't think so.

○ Oh.

■ So, how long do you intend to stay in Rio?

○ I'm here for ten days.

■ So, do you miss your family?

○ Oh, no, they're here with me. My wife and my two children.

■ So, does your wife like the beaches?

○ Yes, she does, but she's here for work.

■ Oh, really?

○ Yes, she's my manager. She does everything for me: she answers the phone, she writes my letters and she looks after the children.

■ And what about the carnival? Do you have enough time to go to that?

○ I hope so. I want to go with my wife. The problem is ... I can't dance.

### GRAMMAR Present simple; question words

**1** *2* once/twice a week
*3* 5–30 mins / 30–60+ mins
*4* more than $20 / less than $20
*5* by car / by public transport
*6* by credit card / with cash

**2** ANSWERS / TRANSCRIPT

Alternative answers are in brackets but not on the recording.

*1* Where does Jan live?
*2* What **does he (Jan) sell?**
*3* Who **does he work with?**
*4* What **do they sell?**
*5* When **do they have an exhibition of their computers?**
*6* How **can you (I/we) get a catalogue?**
*7* What's **their e-mail address?**

**3** *2* What's your phone number?
*3* What (kind/make/sort of) car do you have?
*4* How many children do you have?
*5* Where do you work?
*6* What do you do?
*7* Do you like your job?

## real world

**1** ANSWERS/TRANSCRIPT

*1*

■ Good morning. How can I help you?
○ Well, I take the 9 o'clock train to Rome every week, and this morning …
■ I'm sorry, **could you say that again?**
○ I take the 9 o'clock train to Rome every week, and …

*2*

■ Hello. Alicabs.
○ We're waiting for a taxi. Can you tell me when it's …?
■ Excuse me, **can you give me your name?**
○ Yes, it's Phillipe Dejean.
■ **Can you spell that**, please?
○ Yes, of course. D-E-J-E-A-N.

*3*

■ Hello.
○ Can I speak to the manager, please?
■ **The manager's busy at the moment – can I help?**
○ **Can I speak to his assistant?**
■ *Her* assistant.
○ OK. *Her* assistant.
■ Yes, that's me.

*4*

■ Oriental restaurant.
○ My television's not working and I want to see the film tonight.
■ This is the Oriental restaurant.
○ I want to speak to someone who can help.
■ **I think you have the wrong number.**
○ Oh, I'm sorry.

**2** ANSWERS / TRANSCRIPT

■ Hello. Eastend Taxis. Can I help you?
○ Can I order a taxi, please?
■ Yes, of course. Can I have your name?
○ **Ahmed Khaled.**
■ OK. And your number?
○ **My mobile number is 07891 88877765.**
■ When do you want the taxi?
○ **For 10:30, please.**
■ Where are you?
○ **At the Oriental restaurant.**
■ Where are you going?
○ **To Charing Street.**

# 2 lifestyles

**1** *2* How many hours do the office workers work?
*3* What time does the manager leave?
*4* Why does productivity go down after lunch?
*5* How much does it cost companies?

**2**
*1* The factory workers arrive at 6 a.m.
*2* They work for eight hours.
*3* The manager leaves at 6.30 p.m.
*4* Because people usually feel sleepy at 2 or 3 p.m.
*5* It costs companies millions of euros.

**3** ANSWERS / TRANSCRIPT

Can you increase your productivity when your employees often fall asleep at work? It is **surprising** to know that a lot of **companies** now have **quiet areas** where their workers can doze for twenty minutes or so. They say that a short **nap** is good for them, and the sales **figures** in one **corporation** are 50 per cent higher as a result.

## GRAMMAR Present simple and continuous

**1** Gloria Turner is an actress. She **is making** a film in Mexico with an important director. Her boyfriend, John, **works** in a bank in London. John **is studying** Spanish this month in his free time. He **goes** to classes every day after work.

At the moment, John **is talking** to Gloria on the phone. The film director is not happy because his star actress **is not doing** a good job – she **likes** her boyfriend more than her work!

**2** I always love to hear from you – but please don't call me when I'**m working**.

We'**re having** a break today and I'**m writing** this e-mail in the hotel garden. It's very warm, and all the other people here **are playing** tennis but I just want to relax. We usually **get up** at 4 am so I'm really tired!

How are the Spanish classes – **are** you **studying** hard? I **don't speak** much Spanish but I'**m learning** quite fast now I'm here in Mexico.

**3**
*2* He's sleeping.
*3* They're drinking.
*4* He's running.
*5* He's waking up.

TRANSCRIPT

*1* sound of driving
*2* sound of someone sleeping
*3* sound of people drinking
*4* sound of someone running
*5* sound of alarm and someone waking up

## real world

**1** I'm sorry, but I made a stupid mistake this morning – I **deleted** the e-mail you sent yesterday! Please **send** it again as soon as you can.

Don't forget to **attach** the document about the German company, and use the new **format** so I can open it.

I look forward to **receiving** your e-mail again soon.

**2**

| | |
|---|---|
| What does it mean? | to get something from someone |
| What part of speech is it? | It's a verb. |
| Which syllable is the stress on? | The stress is on the second syllable: receive. |
| Can you give me an example sentence? | I look forward to receiving your e-mail again soon. |

**3**

| /ə/ | /aɪ/ | /ɪ/ | /uː/ | /aʊ/ |
|---|---|---|---|---|
| computer | mobile | little | movie | how |
| attach | write | kidding | true | sound |
| exercise | buy | kilometre | food | around |

TRANSCRIPT

little, how, kidding, computer, mobile, movie, attach, exercise, write, sound, true, around, food, kilometre, buy

# 3 making plans

**1** Teachers do a lot of **work-related** tasks at home in the evenings and at weekends.

*1* WEEKEND
*2* GROCERIES
*3* DROP OFF
*4* PICK UP
*5* RUSH
*6* SHOE REPAIRS
*7* EMPLOYEES
*8* ACCESS
*9* TICKETS
*10* INTERNET
*11* HOLIDAY

**2** ANSWERS / TRANSCRIPT

Stress on first syllable:
access, decade, modern, present, service, ticket, travel
Stress on second syllable:
advice, allow, arrange, employ, receive, repair, today

## GRAMMAR *will* and *going to*

**1**
*1* won't
*2* 'll
*3* won't
*4* 'll
*5* 'll

**2** ANSWERS / TRANSCRIPT

My name's Dolly Benson and I'm just an ordinary actress now, but, believe me, I'**m going to** be famous. I think my new film *Back Door*, opening in Tokyo soon, **will** show you that I'm as good as any actress in the world. I know I **am going to** be bigger than Marilyn and better than Julia.

I **am going to** stay in Mississippi for the next year, but then maybe I **will** live in Hollywood – next door to Brad Pitt! Brad and I **will** go to all the best parties. Maybe we **won't** go together, but we'**ll** meet there.

All those who don't know me today **will** know me next week – I hope!

And you can be sure that I'**m not going to** go away!

## real world

**1**
*2* Is there dancing on Friday night?
*3* Do you serve hamburgers?
*4* Is it a good idea to book in advance?
*5* Do you accept credit cards?
*6* Can we eat outside?
*7* Is it going to rain?

**2**

| | | |
|---|---|---|
| reception desk | → | check-in desk |
| AF 2371 | → | AS 2371 |
| arrive 5:30 | → | arrive 9:30 |
| car | → | bus |

TRANSCRIPT

This is Sunsea Holidays with … er … a message for Brenda Handke. Please be at the airport at 6 o'clock on Sunday morning and collect your tickets at the check-in desk. Your flight number is AS 2371 and you leave at 8:00, arriving in Miami at 9:30 local time. A bus will meet you at the airport and take you to your hotel.

**3** Present simple: The plane **arrives** in Miami at 5:30 local time. (We **can** pick up our tickets at the reception desk, …)
Present continuous: We'**re flying** to Miami next week!
*will* future: There **will be** a car at the airport to take us to our hotel.
*going to* future: … we'**re going to** meet at the airport at 6 am on Monday.

# 4 going places

**1** **Across**
*1* CRIMINAL
*3* INDEPENDENT
*6* SAFEST
*8* AM
*10* LEG
*11* ALL
*13* LET
*14* EMPTY
*15* CURRENCY

**Down**
*1* CRIME
*2* SATELLITE
*4* DISAGREE
*5* DATA
*7* FLAG
*9* MILLION
*10* LINKS
*12* LAWYER

**2** ANSWERS / TRANSCRIPT

Words with two syllables: safest, empty, data, million, lawyer
Words with three syllables: criminal, currency, satellite, disagree
A word with four syllables: independent

**3** safest, empty, data, million, lawyer,
criminal, currency, satellite, disagree, independent

## GRAMMAR Past simple

**1** ANSWERS / TRANSCRIPT

Last year was the most successful in the Romeo Design Company's ten-year history. The company sold more clothes and **made** more money than ever before. Its success **was** the result of a new range of shirts for men and women. They **bought** the designs from a Paris artist, **built** a new factory in Rome and **produced** ten new styles for the business market. They **showed** the shirts to their salespeople in April and they really **loved** them. They **decided** to expand into new markets and chose Latin America to start their sales campaign.

**2** and **3**

Regular verbs:
show – showed
decide – decided
produce – produced
invent – invented
seem – seemed
watch – watched

Irregular verbs:
buy – bought
build – built
choose – chose
be – was/were
make – made
become – became
find – found
give – gave
leave – left
say – said
think – thought

**4**
*1* Where did the company build the factory? In Rome.
*2* When did they show the shirts to their salespeople? In April.
*3* What did the salespeople think of the shirts? They loved them.
*4* Where did they start their sales campaign? In Latin America.

## real world

**1** Suggested answer
65 started Feb.
200 end Dec.
Employ + 150 next year – in Sales + Marketing
Presentation by CEO Tanya Black – all imp managers.
Info about new products.
Her job + success.
Co. bigger, better than 1999.
Next 5 years: interesting, successful.

SUGGESTED ANSWER / TRANSCRIPT

In 2002 the company opened their new headquarters in Sydney, Australia. 65 employees started working there in February and there were about 200 people there on 31 December. They are going to employ 150 more people, a lot of them in Sales and Marketing, next year.
The Chief Executive Officer, Tanya Black, gave a long presentation to all the important managers and gave them a lot of information about the company's new products. She also wanted everyone to know about her job and her success. At the end, she said, 'The company is bigger and better than it was when I started in 1999, and the next five years are going to be very interesting and very successful.

**2** ANSWERS / TRANSCRIPT

**Holiday**

■ Hi. How was the holiday?
○ It was great, thank you.
■ Where did you go?
○ We went to Rome.
■ Really? I love Rome. **Where did you stay?**
○ Oh, we stayed at a little hotel in the centre.
■ And **did you have good weather?**
○ Yes, the sun shone every day. It was better …

**Restaurant**

■ So what did you do last night?
○ We went out for a meal at that new Indian restaurant.
■ **Was the food really spicy?**
○ Yes, it was – and I thought it was delicious.
■ **Was the service good?**
○ Well, actually, it was very slow.
■ Really?
○ Yes. We waited over an hour for our starters …

**TV**

■ Did you see that film on TV last night?
○ Which one?
■ *Independence Day.*
○ No, I didn't. **Who was the star?**
■ It was Will Smith.
○ Really? Oh, I think he's great. **Did it have a happy ending?**
■ Yes, it was quite a happy ending …

**3** ANSWERS / TRANSCRIPT

*Example:* I like listening to jazz.
pop music [*pause*]
Really? I like listening to pop music.

*1* I like going to the theatre.
cinema [*pause*]
**Really? I like going to the cinema.**

*2* I like reading magazines.
newspapers [*pause*]
**Really? I like reading newspapers.**

*3* I like playing football.
tennis [*pause*]
**Really? I like playing tennis.**

*4* I like eating pizza and fries.
salad [*pause*]
**Really? I like eating salad.**

*5* I like studying Spanish.
English [*pause*]
**Really? I like studying English.**

# 5 **buying** and **selling**

**1** For all general enquiries, call now. = Want to know more? Then telephone this minute!
Other top models on display. = We've got other amazing cars on show.
Take advantage of our special offer. = Take this one and only opportunity.
Offer for this week only. = We're only doing this for 7 days.
Purchase now before they're all sold out. = Buy now while they're still available.

**2** ANSWERS / TRANSCRIPT

■ This is the holiday **helpline**.

○ Can I speak to one of your **agents**, please?

▲ Hello, you're **through to** Angela, your Sunsea agent.

○ I want to go on holiday next month ...

▲ July. Hmm, that's difficult – but we've got a **special** offer for this month: a trip to the Amazon jungle for ten days!

○ I don't have much money.

▲ That's not a problem if you take **advantage** of our fabulous offer.

○ And what's that?

▲ Two holidays for the **price** of one.

○ That's good, but no, not the jungle, thank you. What about Barbados?

**3** The same: check – enquiry
fabulous – telephone what – wait agent – July
special – exhibition ticket – car
Different: price – can general – jungle

TRANSCRIPT

| | |
|---|---|
| check | enquiry |
| fabulous | telephone |
| price | can |
| what | wait |
| general | jungle |
| agent | July |
| special | exhibition |
| ticket | car |

## GRAMMAR Modals

**1**
*1* shouldn't
*2* should
*3* shouldn't
*4* should
*5* should; should; shouldn't

**2**
*1* have to
*2* don't have to
*3* don't have to; have to
*4* have to; don't have to

**3**
*1* mustn't
*2* mustn't; must
*3* must; mustn't
*4* A: must
B: mustn't

**4**
*1* mustn't
*2* don't have to
*3* don't have to
*4* mustn't
*5* mustn't

## real world

**1** You won't find this in the local **supermarket because** this is the very latest model.
I'm offering you a 40% **discount** on the normal price **so** you won't find this cheaper anywhere else.
Every phone comes with full **instructions so** you assemble it yourself.
There's a twelve-month **guarantee so** if you have any problems, just bring it back.

TRANSCRIPT

All right, ladies and gentlemen. You're in the right place for a bargain because nowhere in town has better prices than mine. Look at this – the very latest mobile phone, off the plane from Japan this morning. It fits in your pocket … just like that. And it's not just a phone, ladies and gentlemen, it's an address book, calculator, personal computer, and on a good day it even takes your dog for a walk.

Now, like I say, you won't find this in the local supermarket because this is the very latest model. And you won't pay local supermarket prices. I'm not offering you 10% off, I'm not even offering you a 25% reduction, I'm offering you a 40% discount on the normal price so you won't find this cheaper anywhere else.

Every phone comes with full instructions so you assemble it yourself. But don't let that worry you, ladies and gents, it's as easy as one-two-three. Watch this. One … two … three. And there's a twelve-month guarantee so, if you have any problems, just bring it back and I'll return your money.

So, who's interested?

**2** *1* 7.5% *4* 728
*2* 7,627 *5* 7,000,000,000
*3* 7,352,624 *6* $7\frac{3}{4}$

TRANSCRIPT

*1* Seven point five per cent
*2* Seven thousand, six hundred and twenty-seven
*3* Seven million, three hundred and fifty-two thousand, six hundred and twenty-four
*4* Seven hundred and twenty-eight
*5* Seven billion
*6* Seven and three quarters

**3** *1* 955,555
*2* 216,843
*3* 8,626,404
*4* 1,011.11
*5* $28\frac{1}{2}$
*6* 557.5

TRANSCRIPT

*1* Nine hundred and fifty-five thousand, five hundred and fifty-five
*2* Two hundred and sixteen thousand, eight hundred and forty-three
*3* Eight million, six hundred and twenty-six thousand, four hundred and four
*4* One thousand and eleven, point one, one
*5* Twenty-eight and a half
*6* Five hundred and fifty-seven, point five

**4** shrink – grow
increase – decrease
rise – fall
famous – unknown
similar – different
spend – save
roughly – precisely

# 6 **opinions** and **decisions**

**1** Suggested answer
I'm sorry, but I'm having problems with my car. I'll be late for the meeting this morning. Please start without me. I'll call as soon as possible. Emma

**2** Suggested answer
Sorry about probs. Don't worry. All will B OK. Hope 2 CU this pm. Herman.

**3** *1* Do not worry.
*2* The mobile phone company should call you.
*3* Why don't you tell your friends?
*4* The best thing to do is buy another one.
*5* You shouldn't leave the country.

**4** ANSWERS / TRANSCRIPT

*1* a I think you should take it back to the **shop**.
b I think you should give the money to **charity**.
*2* a I think the **best** thing to do is ask if they want any help.
b I think the best thing to do is call the **police**.

**5** Students' own ideas

## GRAMMAR Adjectives

**1** *1* In January I bought six **beautiful old French** paintings in Berlin.
*2* He lives in an **amazing modern wooden** house by the sea.
*3* His office was full of **expensive oriental** carpets.
*4* From my room you can see a **fantastic old blue Italian** palace.
*5* We're going to buy that **fabulous new blue** computer.

**2** *2* Darius's car is more expensive than Paul's.
*3* Paul is more competitive than Darius, but Darius is happier than Paul.
*4* Paul finds books more interesting than Darius (does).
*5* Paul has a more exciting life than Darius.
*6* Darius is a better footballer than Paul.

**3** *2* Who has the most expensive car? **Darius.**
*3* Who has the most boring life? **Leila.**
*4* Who has the most exciting life? **Paul.**
*5* Who is the best footballer? **Darius.**

TRANSCRIPT

Leila's our sister. She doesn't have a job and she doesn't drive a car. She hates sport but she loves reading – in fact, I think she reads a book every day. Some people say Leila is boring but Darius and I say she's the best sister anyone could have.

## real world

**1** ANSWERS / TRANSCRIPT

| | |
|---|---|
| BETH | All right. Is everyone here? |
| DWIGHT | No. Stefan's not here yet, but he's on his way. |
| BETH | Stefan? Oh, I think we'll start without him. |
| DWIGHT | Don't you think we **should wait**? |
| BETH | No, I don't think so. We really don't have much time – and, as we all know, time is money. |
| MANDY | Sorry. Can I **say something** here? |
| BETH | Sure. **Go ahead**, Mandy. |
| MANDY | We have to wait because Stefan's the only one with the new report. |
| BETH | That's a **good point**, Mandy. |
| DWIGHT | **Hang on** a moment! Are we discussing the new report at this meeting? |
| MANDY | No, we're not discussing it, but we'll need it to check some facts. |
| JACQUES | Um, aren't we **forgetting something**? |
| BETH | What's that, Jacques? |
| JACQUES | We have to have some coffee before we start. |
| DWIGHT | Now that really is a good idea! |

**2** *2* wrong size
*3* not cooked
*4* needs cleaning
*5* is not working
*6* is/tastes disgusting

**3** True: 2, 3

TRANSCRIPT

■ Good morning. Reception. Can I help you?

○ You certainly can. I'm not at all happy with my room – the shower is filthy and …

■ Hang on a moment, what's the room number, please?

○ Oh, it's 524. Now, the shower is filthy …

■ And can I have your name, please?

○ Oh! Yes, it's Mr Sylvian here. Nico Sylvian.

■ Thank you, Mr Sylvian. Now, how can I help you?

○ Well, as I just told you, the shower in this room is filthy. In fact, the whole bathroom needs cleaning.

■ The shower and bathroom need cleaning.

○ The TV isn't working and the light next to the bed is broken.

■ Faulty TV, broken light.

○ And another thing, the bedroom is full of insects.

■ Insects. … Just a moment, please, Mr Sylvian. Good morning. Reception. Can I help you? … Hang on a moment, what's the room number, please?

# 7 changes

**1** **Across**

*1* SEAFRONT
*5* DESTROY
*7* PLAN
*8* GHOST
*9* ON
*10* WHAT
*11* RUINS

**Down**

*1* SPEND
*2* FIGHTING
*3* TIME
*4* FORGOTTEN
*6* CITY
*7* PEOPLE
*10* WAR

**2**

| | | |
|---|---|---|
| win – won | lose – lost | give – given |
| find – found | keep – kept | take – taken |
| pay – paid | hear – heard | stand – stood |
| cost – cost | say – said | bring – brought |
| buy – bought | sell – sold | break – broken |

## GRAMMAR Present perfect

**1** *1* (At the same conference) last year.
*2* Lorraine.
*3* Because Lorraine has got married.
*4* No, he hasn't.
*5* No, she isn't.

**2** ANSWERS / TRANSCRIPT

■ Hello, it's Lorraine, isn't it?

○ Yes.

■ We met here, at the same conference, last year. Do you remember? I'm Marco.

○ Oh, yes, of course. Marco! Good to see you again. How are you?

■ Fine, thank you, fine. What about you? **Have you had a good year?**

○ Yes, it's been great, actually. **I've been very busy**, but that's the way I like it.

■ So, tell me, what's happened to you?

○ Well, **I've changed jobs twice**.

■ Wow.

○ And I'm now with CNN, the TV company.

■ That sounds exciting.

○ Yes, it is. **I've travelled quite a lot**. In fact, **I've visited about 12 different countries** over the past few months. Oh, and **I've got married as well**.

■ Really? Congratulations.

○ Thank you. And what about you? **How has your year been?**

■ Well … nothing like yours. **I haven't changed jobs and I haven't got married** – and this is my first business trip since this time last year.

○ Oh.

■ But **I've become very interested in the history of the stock market**.

○ Really?

■ Yes, **I've read about 25 books on the subject**.

○ How … er … interesting. Umm. So … er … ah, is that Maurice over there?

■ Where do you mean?

**3** TRANSCRIPT

| | | |
|---|---|---|
| I have seen it twice. | → | I've seen it twice. |
| You have not done it. | → | You haven't done it. |
| He has come back. | → | He's come back. |
| It has not happened. | → | It hasn't happened. |

**4** ANSWERS / TRANSCRIPT

They have started again. [*pause*]
**They've** started again.
We have not made a lot of money. [*pause*]
We **haven't** made a lot of money.
He has taken my book. [*pause*]
**He's** taken my book.
I have heard about it. [*pause*]
**I've** heard about it.
She has not been here. [*pause*]
She **hasn't** been here.
They have gone home. [*pause*]
**They've** gone home.
He has fallen in love. [*pause*]
**He's** fallen in love.
I have not bought a new house. [*pause*]
I **haven't** bought a new house.

## real world

**1**
*1* on Saturday.
*2* at 3 o'clock.
*3* at the New World restaurant.

TRANSCRIPT

■ Hi, this is Sally.
○ Oh, er, hello. Er ...
■ Is that Harry?
○ Yes, this is Harry. How are you?
■ Fine. And you?
○ I'm very well, thank you. Er ... Sally?
■ Yes.
○ Are you by any chance free on Saturday?
■ Yeah, sure. No problem.
○ Can we meet at 3:00 at the New World restaurant?
■ Yes, that's cool. OK, see you then.
○ Oh, excellent. That's er ... cool.

**2**
*2* on
*3* know
*4* slim
*5* moustache
*6* usually
*7* wear
*8* really
*9* have lived
*10* Manhattan

**3**
*1* late
*2* short
*3* well-built
*4* shaved
*5* beard
*6* old-fashioned
*7* trendy
*8* nice

# 8 ambition

**1**
*2* depart**ment**
*3* construct**ion**
*4* char**ity**
*5* manage**ment**
*6* opportun**ity**
*7* except**ion**
*8* competit**ion**
*9* prior**ity**
*10* govern**ment**

**2**
*2* competitive
*3* sociable
*4* succeed
*5* incredibly
*6* consultancy

**3** ANSWERS / TRANSCRIPT

Stress on first syllable:
challenging, industry, marketing, ordinary
Stress on second syllable:
competitive, construction, prioritise, successful
Stress on third syllable:
competition, opportunity

## GRAMMAR Present perfect and past simple

**1**
*1* 's watched
*2* 've had
*3* went
*4* haven't been
*5* got
*6* heard
*7* have risen
*8* haven't seen

**2**
*1* have you lived
*2* did you move
*3* did you live
*4* have you been
*5* did you start
*6* was
*7* Have you ever worked
*8* did you do

**3** ANSWERS / TRANSCRIPT

*1* How long have you lived in your apartment? [*pause*]
I've lived in my apartment for five years.
*2* When did you move there? [*pause*]
**I moved there in August 1998.**
*3* Where did you live before that? [*pause*]
**I lived in Paris.**
*4* How long have you been in this job? [*pause*]
**I've been in this job for seven months.**
*5* When exactly did you start? [*pause*]
**I started in March.**
*6* What was your job before that? [*pause*]
**I was a teacher.**
*7* Have you ever worked as a salesperson? [*pause*]
**Yes, I have.**
*8* When did you do that? [*pause*]
**I did that in 2001.**

## real world

**1**
*1* Do you smoke? (Present simple)
*2* When did you do that? (Past simple)
*3* Have you ever smoked? (Present perfect)
*4* What are you doing out here? (Present continuous)

TRANSCRIPT

■ Hello, Tom. What are you doing out here?
○ Oh, hello. Um … I'm just … erm … I'm having a cigarette, that's all.
■ Really? Do you smoke? I didn't know that.
○ Well, I don't smoke a lot. Only two or three a day. Have you ever smoked?
■ Yes, I have, but I stopped.
○ Really? When did you do that?
■ About three years ago.
○ Good for you.

**2** ANSWERS / TRANSCRIPT

■ Now, over to our reporter Nighat Mau in the town of Toblin. Nighat, how are things with you?
○ Well, things **are not looking** good here in Toblin. There is water, water everywhere. In many parts of town, the water **has risen** to the level of the first floor of the buildings and it **is still rising**. With me is an office worker, Tito Velez. Tito, **have you ever seen** anything like this before?
▲ No, never. It's incredible, really incredible.
○ Now you're on your way to work this morning. And, tell us, how **do you normally go** to work?
▲ I **usually take** the bus.
○ And what **happened** to you yesterday?
▲ Well, I took the bus to work in the morning, but there **were** no buses in the evening so I **walked** part of the way home. And then I **had to** swim the last hundred metres.
○ And so what **are you doing** this morning, Tito?
▲ Actually, this morning I**'m going** by boat. I**'ve learnt** my lesson!
○ Well, good luck, Tito. I hope you get there OK. … This is Nighat Mau in the very wet town of Toblin.
■ Thank you, Nighat. I hope you packed your umbrella.

# 9 working together

**1**
*1* through
*2* up
*3* down
*4* out
*5* for
*6* up
*7* out
*8* up

**2**
*1* look forward to
*2* get on with
*3* run out of
*4* make up for

**3** TRANSCRIPT

for
through
on

**4** ANSWERS / TRANSCRIPT

/ɔː/: rep<u>or</u>t, imp<u>or</u>tant, m<u>or</u>ning
/uː/: d<u>o</u>, sch<u>oo</u>l, tw<u>o</u>
/ɒ/: c<u>o</u>lleague, b<u>o</u>ss, tom<u>o</u>rrow

## GRAMMAR First conditional; time clauses

**1**
*2* Please wait **until** you hear the bell – and then you can start writing.
*3* Don't worry – it's nearly 3:00 and we'll start **as soon as** they are here.
*4* I get angry if people want to discuss work problems **while** I'm having lunch.
*5* You can leave a message on my voicemail **when** you have the information I need.
*6* It's a good idea to open the window **before** you go to sleep.

**2**
*1* They won't give him the salesman's job **unless he wears** a smarter suit.
*2* We'll run out of money **unless we leave** this shop immediately.
*3* **Unless we get** there at 11:00, we'll miss the beginning of the meeting.
*4* They won't invite you again **unless you are** more polite.

**3** ANSWERS / TRANSCRIPT

*Example:* I / do / photocopying
you / make / coffee
[*pause*]
I'll do the photocopying if you make the coffee.

*1* I / ask / boss / pay rise
you / ask / longer holidays
[*pause*]
**I'll ask the boss for a pay rise if you ask for longer holidays.**

*2* We / work / weekend
you / give / more money
[*pause*]
**We'll work at the weekend if you give us more money.**

*3* I / drive / to / party
you / drive / back home
[*pause*]
**I'll drive to the party if you drive back home.**

*4* I / mend / computer / for you
you / go through / report / with me
[*pause*]
**I'll mend the computer for you if you go through the report with me.**

*5* I / buy you / mobile phone
you / call me / every day
[*pause*]
**I'll buy you a mobile phone if you call me every day.**

## real world

**1** Suggested answers
*1* the company training day
*2* to invite a jazz band to the training day
*3* It will help them to become better managers and learn to work together.

**2** Suggested answer

Hi J!

It's a fun idea but IMO there are many better uses for our company's money and our colleagues' time.

What about a day's training in accounting systems and company law? We don't know much about these things and they are very important in business life today.

Hilary M

# 10 different cultures

**1** The word in the grey 'down' column is STEREOTYPES.

*1* GESTURING
*2* PRETEND
*4* FORMAL
*5* HELPFUL
*6* APOLOGISE
*7* EXPECT
*8* PUSHY

TRANSCRIPT

There are a lot of differences for people on a business trip in a foreign country, so try to remember a few basic rules when you travel overseas. Don't worry too much about the language – no one will **expect** you to speak perfectly so you don't have to **apologise** for your mistakes. But don't make up for not speaking well by **gesturing** too much because this might be impolite in some cultures.

If you can't understand something, it's a mistake to **pretend** that you can. You could get into trouble. And I don't need to remind you that shouting more and more loudly is not at all **helpful**.

What about meetings? It's a good idea to wear **formal** clothes unless your host has told you to dress casually. Give your opinions, but always be polite and don't be aggressive – no one likes **pushy** visitors.

Enjoy your time away, but remember you're there to make money for the company.

**2** *1* You can cause embarrassment with expensive gifts.
*2* People might be late just because punctuality isn't important in their culture.
*3* 'Act locally' means that you should behave according to the culture you are in.
*4* Only cynical people think their own culture is the only good one.
*5* You should forget about stereotypes because every person is different.

## GRAMMAR Second conditional

**1** If she was in the Sales Department, she would travel all over the world.

If she often went to Italy, she'd try to learn the language.

If no one met her at the airport, she would take a taxi.

If she took expensive presents for her hosts, they would be very embarrassed.

If she complained about her hotel room, the manager would find another one.

**2** If I won the lottery, I'd leave my job. If I left my job, I'd never work again. If I never worked again, I'd have nothing to do. If I had nothing to do, would I be bored?

If I won the lottery, I'd travel round the world. If I travelled round the world, I'd see lots of interesting things. If I saw lots of interesting things, I'd know more than I do now. If I knew more than I do now, would people want to know me?

**3** *1* could; would you do
*2* look (looked); will (would) you type
*3* wasn't/weren't; would/'d like
*4* was/were; would/'d be
*5* does (did); 'll (would/'d) be

## real world

**1**
1 for nearly two years.
2 sail round the world
3 he's successful
4 he gets lost
5 the wonderful quiz nights at the local club.
6 he'll sing as loudly as possible
7 will be in his office
8 to the disco

TRANSCRIPT

■ And now it is my sad job to say goodbye to a dear friend. He's worked with us for nearly two years – Mr Goodyear.

O Thank you, Ms Braun, colleagues, friends. As you all know I'm leaving the company because I want to sail round the world. I will come back one day, but only if I'm successful! Of course if I get lost, I definitely won't come back …
I have enjoyed my time here with you all in the company but especially those wonderful quiz nights at the local club. I thought I was rather good. Well, better than I was at singing on the karaoke nights! In the middle of the Atlantic no one can hear me so I'll sing as loudly as possible. Tomorrow is my last day. I'll be in my office from 10:00 to 12:00, so please drop in if you can. And please try and come to the disco tonight. It should be fun!

**2** ANSWERS / TRANSCRIPT

1 And now it is my **sad** job to say goodbye to a **dear** friend.
2 I **will** come back one day, but **only** if I'm successful!
3 Of course, if I get **lost**, I definitely **won't** come back.
4 I thought I was rather **good**.
5 **Tomorrow** is my **last** day.

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